



CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849

Burlington, VT 05402-0849

Phone: (802) 863-0442

Fax: (802) 652-4221

ZONING CERTIFICATE OF OCCUPANCY REQUEST

Use this form to request a Certificate of Occupancy on completion of your project. If a copy of the zoning permit, conditions and plans are not available, call or visit the Dept of Planning and Zoning (149 Church Street; 802-865-7188) to get copies. See next page for additional required materials for submission. A Certificate of Occupancy fee is due upon submission. **Submit all materials and fee to the Code Enforcement Office.** Thank you.

Date of Request: _____

Phone: _____

Applicant of Record: _____

Property Address: _____

Zoning Permit #: _____ Permit Approval Date: _____ Tax ID #: _____

Project Description (from Zoning Permit):

I hereby affirm that the project located at the above Property Address is in compliance with the setbacks and dimensional requirements as indicated on approved site and/or elevation plans of the above Zoning Permit. All conditions of approval or findings of fact related to the Zoning Permit above have been met. I understand that the Certificate of Occupancy fee is non-refundable. If City officials find that the project is not in compliance with the Zoning Permit, then issuance of a Temporary Certificate of Occupancy may be required with payment of the additional fee, or enforcement action may be taken.

Current Owner of Record (print): _____

Current Owner of Record Signature: _____

Sign and submit this form to the Code Enforcement Office WITH the following:

Required:	If Applicable:
<input type="checkbox"/> Zoning Permit	<input type="checkbox"/> Other Documents Required in Conditions of Approval
<input type="checkbox"/> Conditions of Approval	<input type="checkbox"/> Receipt for Payment of Impact Fees
<input type="checkbox"/> Approved Site Plans and Elevations	<input type="checkbox"/> Recording Fee (only for permits issued prior to July 1, 1998)
<input type="checkbox"/> Certificate of Occupancy Fee (Please call the Code Enforcement Office (802-863-0442) for the amount of the fee)	

NOTES:

Certificates of Occupancy are required in order to sell real estate. The City of Burlington will process Certificate of Occupancy requests in the order they are received. Please plan ahead and apply for a Certificate of Occupancy promptly after the project is finished to avoid further enforcement action and avoid increases in Certificate of Occupancy Fees that may occur over time. Allow time for processing. Certificate of Occupancy fees are based upon zoning permit application fees.

Code Enforcement Office will conduct an inspection and issue the Certificate of Occupancy if the project was built as permitted. If the project was not built as permitted, the Code Enforcement Office may require subsequent zoning review, or enforcement action may be taken. If the project was not fully completed and a Certificate of Occupancy is needed to close on a real estate transaction, the Code Enforcement Office may issue a Temporary Certificate of Occupancy with payment of an additional fee.